



AUGUSTINE

— P R E P —

2020-2021

**Virtual Learning &
Return to School
Manual**

Table of Contents

[A Note from Abby Andrietsch, President & CEO](#)

[Handbook addendum](#)

[Aug Prep's Guiding Principles](#)

[School Calendar](#)

[COVID-19: What you need to know](#)

[IT support](#)

School Policies

[Dress Code & Netiquette](#)

[Virtual Attendance Policy](#)

[Academic Dishonesty Policy](#)

[Chat & Breakout Room Policy](#)

[Communication Expectations](#)

Elementary School Guide

[Schedule](#)

[School supply list](#)

[Virtual Attendance Policy](#)

[Grading Policy](#)

[Promotion](#)

Middle School Guide

[Schedule & Hours](#)

[School supply list](#)

[Tutoring](#)

[Grading Policy](#)

[Promotion](#)

High School Guide

[Schedule & Hours](#)

[Support Classes](#)

[Grading Policy](#)

[Promotion](#)

Whole Child Support

[Sports/Athletics](#)

[Pat & Rachel English Sixteenth Street](#)

[Clinic](#)

[Meal Pick-up](#)

[Social Work](#)

[Art Therapy](#)

[Community Resources](#)

[Aftercare](#)

Returning to In Person Learning

[Should I stay home?](#)

[Screening](#)

[Getting sick at school](#)

[Returning after illness](#)

[Contact tracing](#)

[Outbreak protocols](#)

[Arrival & Dismissal](#)

[Safety at School](#)

[Masks & PPE](#)

[Personal Hygiene](#)

[Ventilation & Cleaning](#)

[Food Service](#)

[Communication & Privacy](#)

Key Contacts

A note from Abby Andrietsch, President & CEO

Dear families,

While we know this school year is not what you expected, we could not be more excited to serve and love your children and family. We know with 100% certainty that God is walking with each of us as we navigate each step of this journey:

“For I know the plans I have for you, declares the Lord, plans for welfare and not for evil, to give you a future and a hope.” -Jeremiah 29:11

As we begin this school year, we hope this document will serve as a guide. Please know that while our grounding principles remain the same, the state of school opening remains fluid – while we are virtual now, we may move into a hybrid or in-person learning as we go. We will keep you posted on those plans.

Our mission at Aug Prep is to create leaders of tomorrow - known by their strength of character, courage, intellect, impactful contributions and their faith. We do this work by educating your child holistically - mind, body and soul. This is true whether we serve your student virtually or in-person.

Thank you for your perseverance. We share your commitment to providing your child with an excellent education and look forward to your partnership on this journey.

Warmly,

Abby Andrietsch
President & CEO

Handbook Addendum

This document serves as an addendum to the parent and student handbook. It is intended to be used in conjunction with the handbook. In the case of conflicting policies, this document controls until further notice. This document is subject to change at any time.

To access the parent/student handbook in English, [click here](#).

To access the parent/student handbook in Spanish, [click here](#).

Aug Prep's 2020-2021 Guiding Principles

We Are Called. We are called to serve our students in love - mind, body and soul - with integrity, courage, perseverance and respect. This is true virtually or in-person.

We Serve in Love: Our students and families have been deeply impacted by this situation. As we plan, the health and safety of our staff and students is paramount. Additionally, we will work to ensure our students have access to the resources and support that they need not only academically, but also physically, emotionally and socially.

“Love the Lord your God with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these.” Mark 12:30-31

Integrity: The integrity of the academic program is at the forefront of our daily work. Our students urgently need love and connection as well as high-quality, engaging and effective live grade-level instruction. While we know that we must be flexible and show grace, we will keep the integrity of quality work. We will continue to deliver high-quality lessons that seek to best serve *all* of our diverse student learners.

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.” 2 Corinthians 8:21

Courage: We will courageously innovate in ways we never imagined as educators and students. We will share our experiences and practices with others and will seek to learn and grow from others. We will use this time to make us stronger and better as an organization, integrating practices and lessons learned into our ongoing work.

“Have I not commanded you? Be strong and courageous. Do not be afraid; do not be discouraged, for the Lord your god will be with you wherever you go.” Joshua 1:9

Perseverance: Though this journey is challenging with unexpected twists, we will persevere, delivering content and practicing our skills because we believe in our students and know it is essential to support our students staying on track. Our students are persevering with the love and support of their families and the Aug Prep community.

“And as for you, brothers and sisters, never tire of doing what is good.” 2 Thessalonians 3:12

Respect: We seek to respect our students and families, to have our students and families to respect our teachers, and to have our students to respect themselves and each other. We will do this by considering the stresses and challenges our staff, students and families face through navigating these uncertainties and new methods of teaching and learning. And we will do this through strong, consistent communication and ensuring mechanisms for feedback and input from students, families and staff.

“So in everything, do to others what you would have them do to you.” Matthew 7:12

2020-2021 Calendar

The updated school calendar always will be found here on Aug Prep's website:

<http://www.augprep.org/about/school-calendar/>

COVID-19: What you need to know

Until the City of Milwaukee permits schools to hold in person instruction, all classes for Aug Prep will be live virtual. Be assured that this team is committed to providing an exceptional education to your child - mind, body and soul - whether that is in-person or virtual.

Waves for student return to Aug Prep are planned as follows:

	Stipulations	Description
School Start		All School Virtual August 26
1st Wave	Approval from Health Department; monitoring of specific metrics in community	Elementary School: 1 class per grade returns to in-person instruction (2 classes per grade remain virtual) Middle & High School: grades 6-12 remain virtual (potential exception for small groups of students with greatest needs)
2nd Wave	Continued monitoring of specific metrics in community; monitoring of in-person outcomes	Elementary School: 2 classes per grade returns to in-person instruction (1 class per grade remains virtual) Middle & High School: grades 6-12 remain virtual (potential exception for small groups of students with greatest needs)
3rd/Final Wave	Milwaukee meets Phase 5 city requirements	All classes (ES, MS, HS) return for in-person instruction

We will continue to work with and monitor circumstances, research and best practices and will communicate any changes to the above with as much notice and parent input as possible.

IT Support

Troubleshooting issues:

Plugging in your Chromebook

Take the AC (three pronged) plug and insert it into an outlet. This outlet should be near where you will be using the chromebook. A light on the block of the charger should illuminate. If not, check to make sure your outlet has power. Next, take the DC plug and insert it into the charging port on the computer. The charging port is located on the top left side of your chromebook. To check to see if your chromebook is charging, look for a charging battery icon in the bottom right of your chromebook screen.

Turning on your Chromebook

First, open your chromebook so that you can see the keyboard and screen. Press the power

button  in the top right corner of your keyboard.

Connecting to Internet

After powering on your chromebook, a screen will appear asking for you to choose a wireless internet connection. Select the wireless internet connection you want to use. If it requires a password, correctly type in the password to connect. Please view the video link below for further instructions.

<https://www.youtube.com/watch?v=77z4EGipWmE&feature=youtu.be>

Please view the link below if you have trouble connecting or lose connection to your wireless internet connection.

<https://www.youtube.com/watch?v=A7Y9DWkfDw4>

Logging into your Chromebook

After logging into your computer, you should see a Google login screen that requires your username and password. Your username will be your Augustine Preparatory email address (student@augprep.org). Your password will be the school issued password. If you changed your password, use that password to login. If you are having trouble logging in, please email techhelp@augprep.org and we can reset your password.

Changing Chromebook Password

In order to keep your Google Account secure, it is important for you to change the default password given to you by Aug Prep. You can do this by opening up a Google Chrome browser. In the top right corner click on your user icon. Next click "Manage Your Google Account." On the

left side click “Security.” Scroll down to click on the arrow to the right of “Password.” It will prompt you to type in your old password. Then, it will ask you to type in your new password twice. When you are satisfied with your new password, click “Change Password.” You will then need to sign into Google on all devices using this new password.

See the link below for further instructions:

https://youtu.be/Q-PsWzTQI_E

Accessing the Internet/Using Bookmarks

When you login to your chromebook, a Google Chrome internet browser should open automatically. You also can look for the Google Chrome icon on the bottom of your screen. At the top left of the internet browser window, you should see “augprep.org bookmarks.” Clicking on that icon will drop down a bar with a list of more names of websites useful to you. Click on the website name you want to go to and it should load the website automatically.

See the link below for further instructions:

<https://youtu.be/lhHauQyBNAs>

Logging into Schoology:

After logging into the chromebook, open up a chrome web browser. Click the augprep bookmarks tab on the bookmarks toolbar towards the top of your screen and select “schoology”. If you do not see bookmarks, click the plus symbol at the top of the browser to open up a new tab and you should see the bookmarks. You can also go to augprep.schoology.com which is also the Chromebook homepage. From there, it will ask you to log in to schoology using a google account. If you logged into your chromebook using your school email assigned to you, you should see your name. Click your name, enter your password, and you will be taken to the main schoology webpage. If you do not see your name when trying to log into schoology, you will need to log/sign out of the chromebook and log/sign back in using your school google account.

Chromebook Running Slow:

Sometimes it may seem like your chromebook is running slow. Some examples include not loading a webpage, mouse or keyboard are delayed, camera turns off or goes black during a class, microphone won’t turn on, or taking a long time to log into your chromebook. If this is the case, your internet connection may not be strong. You may want to move closer to where your internet router is plugged into. Another reason your chromebook may be running slow is the internet speed. Try disconnecting other devices that are connected to your wifi internet. This will free up speed for your chromebook to operate faster.

Clearing Cache (Solves many issues):

A good thing to do for your chromebook is to “clear the cache”. It’s a way to clear the memory of the chromebook, solving a number of different issues you may be experiencing. To do this, push the Ctrl, Shift, and Backspace button all at the same time. A window will pop up. Change the "last hour" drop down to "all time" and click the blue ok button at the bottom. That will clear your cache and help your chromebook run faster.

Schoology: Turning on Camera

Once in a conference, you will have to start your camera. To do this, click the camera button at the bottom of your screen. A window will pop up. Make sure your camera is on “low quality”. Click “start sharing”. It may take up to 15 seconds for your camera to turn on. If this is your first time joining a conference, you may get a pop up window at the top of your webpage asking for permission to use the camera. Please click “allow”.

See the link below for further instructions:

https://youtu.be/5bfvLOT2_ds

Schoology: Turning on Mic

When you first join a conference, it will ask “how would you like to join the audio?”. Click Microphone. If this is your first time joining a conference, you may get a pop up window at the top of your webpage asking for permission to use the mic. Please click “allow”. Next, it will ask you to do an echo test to test your microphone is working. Speak to make sure your microphone is working and click the thumbs up button. You will then join the meeting with your microphone on. Make sure you mute it by clicking the microphone button at the bottom of your page.

See the link below for further instructions:

<https://youtu.be/hRUKTjD35XM>

Schoology: Mic and camera not accessible

Sometimes in a conference, you may have an experience where you can’t unmute your mic. There are a few reasons for this:

1. Your teacher turned off the ability for students to unmute themselves in the conference.
2. You are in “listen only mode” (SEE CAN’T HEAR TEACHER, TEACHER CAN’T HEAR YOU SECTION FOR FURTHER INSTRUCTIONS).
3. Your internet is slow and having a hard time keeping up with the conference stream (CHROMEBOOK RUNNING SLOW SECTION FOR FURTHER INSTRUCTION).

4. You need to clear your cache (SEE CLEARING CACHE SECTION FOR FURTHER INSTRUCTION).
5. You clicked “block” instead of “allow” when the pop up appeared at the top of the web browser at the start of the conference. (SEE CLEARING CACHE ABOVE TO UNDO CLICKING “BLOCK” IF YOU ACCIDENTLY CLICKED WRONG BUTTON.) If the problem persists you will have to come by the school so that IT can update your settings.

Sometimes in a conference, you may have an experience where you can't use your camera, or it may turn off on you in the middle of the conference. There are a few reasons for this:

1. You are not sharing your webcam or need to turn it back on (SEE TURNING ON CAMERA SECTION FOR FURTHER INSTRUCTION).
2. Your internet is slow and having a hard time keeping up with the conference stream (CHROMEBOOK RUNNING SLOW SECTION FOR FURTHER INSTRUCTION).
3. You need to clear your cache (SEE CLEARING CACHE SECTION FOR FURTHER INSTRUCTION).
4. You clicked “block” instead of “allow” when the pop up appeared at the top of the web browser at the start of the conference. You will have to come by the school so that IT can update your settings. (SEE CLEARING CACHE ABOVE TO UNDO CLICKING “BLOCK” IF YOU ACCIDENTLY CLICKED WRONG BUTTON.) If the problem persists you will have to come by the school so that IT can update your settings.

Schoology: Can't hear teacher, teacher can't hear you:

In a conference in schoology, you may experience a moment when you can't hear the teacher and they can't hear you. This problem occurs when you have “left the audio” in the conference. To fix this, click the headphone button at the bottom of the screen. A window will come up with the choice of microphone or listen only. Click the microphone and a window will pop up for you to test your microphone. Speak to make sure your microphone is working and click the thumbs up button. This will bring your microphone and audio back.

See the link below for further instructions:

<https://youtu.be/C80TCdqzha4>

Schoology: Seeing Teacher's Shared Screen:

Teachers will often share their computer screen with students so that students can see various resources related to the conference. If you do not see the teacher's shared computer screen, click the three vertical dots in the top right corner. In the drop down click settings. Next, click “data savings”. In the next window, turn on “enable desktop sharing”

Go Guardian

When trying to access a website, your web page may show up as “blocked”. This happens when your student tries to access websites that are flagged as inappropriate. If your student repeatedly tries to access inappropriate sites, Go Guardian will block them from using any web page. If this happens, please contact your school administrator for permission to have your student unblocked.

If your student has not been accessing inappropriate websites and this “blocked” message shows up, have them refresh the internet web page. This should load the web page.

Keyboard set to US

In order to type efficiently, your keyboard must be set to the US keyboard. To do that, click the toolbar in the bottom right corner of your Chromebook screen. Click the keyboard icon and select “US keyboard.”

See the link below for further instructions:

<https://youtu.be/vaJi55s08Rg>

Other Helpful Links

Schoology

Need more help? Email the Tech help email at: techhelp@augprep.org.

WARNING: DO NOT TRY TO BYPASS GoGUARDIAN

Classroom specific platform instructions

We will be handing these out at orientation and will add to this document once instructions are complete.

Technology Responsibility

The student is responsible for the assigned computer and must report any issues immediately to the teacher or be subject to vandalism/misuse charges/fees. Abuse of equipment, either by failing to adhere to the Technology Code of Ethics or inappropriate use will result in disciplinary action. [Please refer to the Student Device Responsible Use Contract.](#)

Dress Code & Netiquette

Students should follow online etiquette or “netiquette” throughout distance learning. This includes the way students use online platforms, communicate with teachers, and how they present themselves on their webcam.

- Students should be appropriately dressed to appear on a webcam. This would include “daytime” clothing (no pajamas), a shirt with sleeves (no tank tops/sleeveless), and no wearing of blankets, hoods or caps.
- Students should not be working in a “private” area such as the bathroom or in bed.
- Students should be sitting (preferably in a chair) and upright. Students should not appear lying down or walking around.
- Students should mute microphones after attendance is taken but be ready to unmute to participate in class or cold calls.
- Students should type questions into the chat or wait for teachers to invite students to ask questions via their microphone.

Student emails to teachers should have a subject line, greeting and polite closings.

Student Masks

All Aug Prep students in the building will be asked to wear a mask at all times, except when eating. Students should bring at least two masks to school daily.

Students may wear the following masks:

1. White 'free' mask provided by Aug Prep
2. Disposable mask provided by Aug Prep
3. Aug Prep 'logo' mask available for purchase
4. Personal/Own mask that is appropriate for school (no signs, slogans or symbols that are inappropriate)

The following type of face coverings are not allowed:

1. Handkerchiefs
2. Scarves
3. Full ski mask
4. Other materials that cover the entire face

Masks must:

1. Cover nose and mouth.
2. Sit snugly on the bridge of the nose and chin.
3. Be clean.

All families need to ensure that the masks are washed daily or clean masks are worn to school.

Virtual Attendance Policy

Attendance

Regular attendance is the first step in ensuring student success. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. School attendance also is required under Wisconsin State Law (118.15). At Aug Prep, regular attendance is required. Students should be in school every day. For virtual learning, 6-12 grade students are required to be online with their cameras and mics on at the beginning of each class period.

Parents/guardians/families are expected to ensure that their children are online, arrive to class on time, actively participate, and complete their work. Please do not allow students to be tardy or to miss any classes or any part of the school day.

Expectation - Students are to log into their classes on time, be on camera and microphone to readily participate throughout the class via cold calls, polls, surveys, guided notes, 'stop and check,' and other mechanisms that the teacher may use to ensure that students are working on assignments, going 'meta,' and engage in discourse during the class with the teacher and their peers. Students may have their microphones off after attendance but always should be ready to unmute if they are called to participate. Teachers will take attendance at the beginning of each block (see schedule below) and students will be required to be present and participate throughout the entire block.

Under Wisconsin's "Missing Child Law," we require parents/guardians to notify the school by calling the Main Office at (414) 810-1380 between 8:30 am and 9:30 am on any morning their child is not attending. The specific reason for absence must be indicated in the communication. Going out of town for holidays during the school year and/or vacation will result in an unexcused absence(s).

Contact for Attendance Issues - Students with login issues will need to contact the school secretary for their absence or tardy to be excused. Parents need to call the main office at (414) 810-1380 or email the relevant school secretary when students cannot be online or are sick, for these absences to be excused. Office may request medical documentation to excuse the absence.

Elementary School Secretary: Widalys Rivera - wrivera@augprep.org

Middle School Secretary: Jessica Perez - jperez@augprep.org

High School Secretary: Lisa Rabideaux - lrabideaux@augprep.org

Attendance Monitoring - Teachers use both the Schoology conferencing platform and the GoGuardian platform to monitor student Chromebook screens and online chat. These systems ensure that students are in class, following the class lesson, and participating actively. When a student is marked absent, the office will send communication to families

via Infinite Campus alerting them of the absence. When a student has missed 15 class periods, the office or designee will send parent communication.

Ghosting - Students who enter online but are not engaging as evidenced by their GoGuardian screen, cold call by the teacher, lack of participation on class polls and timed assignments will be marked present, but will lose academic points. Parents and students will be notified by the teacher within 24 hours of the lack of participation. If ghosting continues, a student may have consequences including being marked absent, suspension, retention, summer school, and/or dismissal from virtual schooling.

Tardies to Class - Students are tardy if he/she is not ready and present virtually with camera/mic on at 8:20 am to begin the day and **at the start time of each class**. There is no distinction between excused or unexcused tardies. All tardies, regardless of circumstances, will be counted. Extremely tardy students are coded as absent with a note denoting the time he/she arrived to class. Minutes tardy to school count towards absences. Minutes or hours tardy to school add up, possibly becoming half or full-day absences. Students who are tardy to class may miss assignments and this may impact their grade. Assignments are timed via Schoology. Missed assignments cannot be made up unless the tardy is excused. Assignments for excused tardy students may be excused at the teacher's discretion.

All Absences – “Excused” and “Unexcused” – Are Considered Absences: Any day students do not attend school in person or virtually is considered an absence. Student illness (with doctor's or parent's note) or a death in the family are still considered absences. A phone call or email from a parent, guardian, or doctor explaining the absence is required.

For communication regarding a student's absence, please contact the appropriate school secretary:

Elementary School Secretary: Widalys Rivera - wrivera@augprep.org

Middle School Secretary: Jessica Perez - jperez@augprep.org

High School Secretary: Lisa Rabideaux - lrabideaux@augprep.org

If students miss more than one class period in a school day, that will be considered a half-day absence. If students miss more than half of the instructional minutes in a school day, that will be considered a full-day absence.

A student may be excused by the parent/guardian (as per state law, S.118.15(3)(c), Wis. Stats.) for not more than 10 days in the school year. An exception to this rule are the following excusable reasons for missing school:

- Personal Illness: If a child is absent for three or more consecutive school days, the school requires a doctor's excuse.
- Death of a Relative/Family Emergency: Parents/guardians must contact the school office to explain the situation and estimated time of absence from school.

- Legal or Medical Appointments: Verification of appointment may be required.

Do Not Miss School for Appointments: Parents/guardians/families are responsible for scheduling medical appointments outside of school hours. Try to schedule appointments on days when school is not in session. In the rare case when a student has a medical appointment during the school day, he or she should not be absent for the entire school day. Please remember that our school clinic is open Monday through Friday and that in most cases the student does not have to miss school as a result of an appointment in our clinic (see above for half-day absence information).

Prolonged Absence. In the case of a prolonged absence due to an extreme mental or physical issue, a note from the doctor is required and a re-entry meeting with school personnel may be required prior to return to school. A child under a physician's care following a communicable disease (chicken pox, mumps, etc.) must have a medical release form signed by a physician before returning to the classroom. Academic grades and standing (promotion/graduation) may be affected depending on the duration of missed assignments and assessments. In some cases, as determined by the principal, the student may need to repeat the school year, sit out a semester if necessary, and/or complete summer school for either seat time and/or credit recovery (high school). In addition, graduation dates may be postponed/delayed for up to a full school year. (See handbook information regarding 5th Year under High School Promotion Policy).

Final Exam Attendance. Finals are crucial to the student's final grade. No student should be absent from final exams on the exam days for any reason unless extreme emergency.

Middle School Exams: December 8-16 and May 24-June 4.

High School Exams: January 15-21 and June 3-9

Routine doctor visits or other appointments will not be honored or considered valid excuses for missing final exams. Absences will be marked as unexcused and the student will be awarded a zero for any/all missed final exams. Please refer to the school calendar when making routine appointments and travel plans.

Dismissal from Online Course. Students who violate the code of conduct according to the Parent & Student Handbook may be removed from a course for a limited time period or for the duration of the course for inappropriate and deliberate distraction, vulgarity, threatening, offensive, and off task interaction via the chat, email, shared whiteboard, web cam, voice or call in feature of Schoology, GoGuardian, school email and google documents, and other communication/shared online systems. If a student is absent due to removal or dismissal from class, these days will be treated the same as unexcused absences.

Students with twelve (12) or more absences during the year in person and/or virtually may be retained, required to attend summer school and/or may not be given course credit for that term. Students with sixteen (16) or more absences per year may lose their seat (see Attendance & Tardiness Interventions section).

Senior Cut Day(s). Students and/or student groups are not permitted to take the day off for individual/group celebration. Parents are discouraged from condoning this behavior. Missing school for these reasons is not in accordance with St. Augustine's mission,

vision and values. Celebration of groups and individuals will be organized on campus in a healthy, safe and Christian manner. Any and all absences and tardies related to 'cut-days' will be marked as unexcused and may jeopardize participation in graduation celebrations and exercises.

College or Career Trips, Visits or Tours - Off School Campus and Not Sponsored by School. Aug Prep encourages families to engage in career and college visits however it should be noted that any school days missed (full or partial) count as an absence on the student record unless the trip is school sponsored. Students are responsible for any academic material missed while on a career/college trip.

Attendance & Tardiness Interventions

Aug Prep aims to work collaboratively with parents/guardians for the overall health and well-being of the student. In the event that there is excessive absences or tardiness to virtual classes the following interventions will be enacted.

Attendance

- **The equivalent to 7 absences per year** - A letter and email will be sent home from the school.
- **The equivalent to 12 absences per year** - A meeting with parents, student and school designee will take place to discuss potential summer school requirements and retention. An attendance contract will be put in place. If a parent does not show for this meeting, the designee will email the contract at which point the contract is considered in effect.
- **The equivalent to 16 absences per year** - Attendance meeting with parents and school administrator required to determine seat loss, withdrawal, refined attendance contract, increased summer school time requirement, and/or grade retention.
Please note: If students miss more than one class period in a school day, that will be considered a half-day absence. If students miss more than half of the instructional minutes in a school day, that will be considered a full-day absence.

Tardy to School

- **10 tardies to school per year** - Letter and email sent home from school.
- **20 tardies to school per year** - A meeting with parents, student and school designee will take place to discuss potential summer school requirements and retention. An attendance contract will be put in place. If a parent does not show for this meeting, the designee will email the contract which at that point is considered in effect.
- **25 tardies to school per year** - Attendance meeting with parents and school administrator required to determine seat loss, withdrawal, refined attendance contract, increased summer school time requirement, and/or grade retention.

In determining whether a student loses their seat for excessive attendance issues, Aug Prep's administration will consider factors which include: (1) reason(s) for absences/tardies; (2) attendance history; (3) engagement of the student and parents/guardians in seeking to

achieve acceptable attendance; and (4) progress following the implementation of an attendance plan.

Academic Dishonesty Policy

Aug Prep will not tolerate academic dishonesty. This violation, in the form of cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher and will result in an automatic zero in the gradebook. Administration, faculty, students and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of Aug Prep to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices. Academic dishonesty is defined as, but not limited to:

- Any attempt to gain an unfair advantage on an assignment, quiz, or test.
- Copying, faxing or duplicating assignments that will each be turned in as one's own work.
- Exchanging assignments by printout, disk transfer or electronic transfer, and then submitting them as originals.
- Preparing for cheating in advance, including:
 - Writing formulas, codes, key words, etc., on one's person or objects for use during a test when the teacher has prohibited such activities.
 - Using hidden and/or unauthorized reference sheets (cheat sheets) during a test.
 - Using programmed materials in electronic or battery-operated devices when they have been prohibited by the teacher.
- Exchanging answers (either giving or receiving answers) with others when prohibited.
- Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as one's own work.
- Giving a (completed) assignment to someone else for the purpose of submitting it as their own.
- Plagiarism: submitting material written, designed by someone else, without giving proper notation from the original source.
- Taking credit for group work when little contribution was made to the established assignment criteria.
- Not following additional specific guidelines for academic honesty as established by a teacher, class or department.
- Unauthorized acquisition, use and/or distribution of test materials or answer sheets.
- Unauthorized use of teacher's computer files and/or grading programs.

Use of a cell phone during a test or quiz will result in an automatic zero and is considered a major offense.

Chat & Breakout Room Policy

Teachers may opt to engage students via voice or written chat as well as shared posts on the virtual whiteboard or other systems for specific class assignments and assessments either in a session that includes multiple students or individual students and for no other reasons.

The highest moral and ethical integrity is to be enacted by the teacher when enabling student voice, chat and shared notes systems for their specific learning/teaching purposes.

The Big Blue Button which is the conferencing platform used by Schoology and GoGuardian is to be used. No other platform or system is to be used between teachers and students. The Big Blue Button allows the teacher to enable voice, chat and shared notes so that all the students may communicate with the teacher and with each other. The teacher may enable the entire class or individual students across various platforms. Some platforms only allow for the entire class to be enabled/disabled.

Teacher Expectations:

- Teachers may use any or all of the following to teach and communicate with students.
 - i. Public chat
 - ii. Audio
 - iii. Private chat
 - iv. Break out rooms
 - v. Polling
 - vi. Shared whiteboard
 - vii. Other features of the Big Blue Button
- Students who are off-task should be addressed and re-directed via the private chat or on GoGuardian if necessary. Students who continue to be off-task may be removed from class by the teacher.
- Teachers are to visually (PowerPoint slide) and verbally communicate the expectations for using voice, chat and shared notes, see below for student expectations.
- The session when expectations for being voice, chat and shared notes must be recorded at all times.
- The session when voice, chat and shared notes are used must be recorded at all times.

Student expectations when on voice, chat or shared notes features:

- Students are to use proper language.
- Students are not to disrupt learning but stay professional and focused.
- Students need to remember all of the expectations of the handbook apply as if they were present in the classroom, especially those around academics, code of conduct, and Christian values.
- Students will be addressed and re-directed via the private chat or on GoGuardian if necessary by the teacher. Students who continue to be off-task (in extreme circumstances) may be removed from class by the teacher.

The Big Blue Button which is the conferencing platform used by Schoology is to be used for breakout rooms. No other platform or system is to be used between teachers and students. The Big Blue Button allows the teacher to assign groups of students to work in the breakout room. It is required that no ONE teacher and ONE student are in the break out room at any time.

Student expectations when in break out rooms (teachers will teach, model, and practice this just like we would in person):

- Students are to use proper language.
- Students are not to disrupt learning but stay professional and focused.
- Students are to adhere to the web camera and voice/chat/shared noted expectations.
- Students need to remember all of the expectations of the handbook apply as if they were present in the classroom, especially those around academics, code of conduct, and Christian values.

Students will be addressed and re-directed via the private chat or on GoGuardian if necessary. In extreme circumstances, students who continue to be disruptive may be removed from class by the teacher. Teachers are to follow up with administration if they have to remove a student from the class.

Communication Expectations

Teachers and staff at Aug Prep view families as partners in our work and value building and maintaining strong relationships with you. All Aug Prep teachers are expected to have regular communication with families. Your student's teacher will communicate with you via e-mail or Google Voice.

Here are the expectations we have for communication:

- All staff will respond within 24 hours to messages (48 hours over weekends).
- After working hours (past 3:30 pm), you can expect to receive a response the following day.
- During teaching hours, teachers are live teaching and may not be able to answer emails from parents immediately.

As a school, we will also communicate with parents via social media ([Facebook](#)), email, Schoology and Remind.

Elementary School Guide

Elementary School Instructional Schedule

Early Elementary Grades K4- 2

Students will watch a pre-recorded math and reading lesson each day followed by participating in LIVE small group instruction sessions. Students will receive screen breaks throughout the day with a 45 minute lunch and recess break. Every afternoon students will receive small group instruction based on academic need. When students are not working with the teacher, they will be working on specified online learning tools with the support of the instructional aide. Our early elementary students will begin promptly at 8:20 am. We have built in multiple engagement opportunities, intervention and enrichment, Biblical integration, SEL, and time for social interaction within our schedule. Students are expected to be on time to class and small group meetings. It is an expectation that work is completed in class. If a student does not finish his/her assignments, they have until 6:00 pm each day to turn in their work.

Upper Elementary Grades 3-5

Aug Prep is thrilled to be partnering with the [National Summer School Institute](#) (NSSI) as they extend their summer school program into a year-long program. Each day, Upper Elementary students will begin with a lesson in either reading or math pre-recorded by one of the program's mentor teachers. Aug Prep teachers then sustain and deepen the lesson in their own virtual classrooms, offering detailed feedback and support to each of their students. Aug Prep teachers will specialize in a content area and deliver the NSSI program lessons and content on a daily basis. Our upper elementary students will begin promptly at 8:20 am. Along with the enrichment activities provided through NSSI, we have built in multiple enrichment classes, Biblical integration, SEL, and time for social interaction within our schedule. Students are expected to be on time to class, and it is an expectation that work is completed in class. If a student does not finish his/her assignments, they have until 6:00 pm each day to turn in their work.

Wednesday Schedule

During distance learning, Aug Prep will have an early release schedule on Wednesdays to allow for staff professional development and planning time to prepare for and execute excellence in teaching and learning. This schedule will remain the same for both in-person and virtual learning until further notification.

Elementary Schedule

Monday, Tuesday, Thursday, Friday		Wednesday	
8:20 am - 8:45 am	Morning Meeting	8:20 am - 8:55 am	Chapel
8:45 am - 3:30 pm	Curriculum, Breaks, Lunch & Closing	8:55 am - 11:30 am	Curriculum, Breaks & Closing

On Wednesday afternoons, students are expected to be working on intervention/enrichment programs

Elementary School Supply List

Families will have an opportunity to pick up supply packs at the “Meet the Teacher” event on August 21st from 2:00-6:00 p.m.

Aug Prep Supply Packs PROVIDED TO YOU for Virtual Learning

- 6 pencils
- 1 hand-held pencil sharpener
- 1 pair of headphones
- 1 eraser
- 1 sketchbook
- 1 box of colored crayons; grades K4-2
- 1 box of colored pencils; grades 3-5
- 2 glue sticks
- 2 notebooks
- 1 Math Workbook

*When students return to school, they will be expected to bring these materials to school for continued personal use.

For the Return to In-person, please provide:

- 1 pair of scissors
- highlighters (1 box-yellow)
- black Sharpies (1 box)
- 2 boxes of pencils
- 3 packs of 3x5 Post-its
- gluesticks (4 total)
- 1 box Kleenex
- 4 folders - any solid color
- gallon size ziploc bags (1 box)
- sandwich size ziploc bags (1 box)
- backpack
- K4/K5: blanket for nap time (please label with student name)

Elementary School Virtual Expectations

Student	Parent/Family
<p>K4 - 2: Log in by 8:20 am daily and remain engaged in live/online instruction until 2:15 pm (K4-K5) or 2:30 pm (1-2)</p> <p>3-5: Log in by 8:20 am daily and remain engaged in live or online instruction until 3:30 pm</p>	<p>Parent or Guardian must be present for live instruction (8:15 am - 3:30 pm)</p> <p><i>If student cannot attend live instruction, parent must call the main office at (414) 810-1380 by 8:30 am or email student's teacher</i></p>
<p style="text-align: center;"><u>Abide by virtual dress code:</u></p> <p>Short sleeve or long sleeve shirt, sweatshirt (No tank tops or sleeveless shirts) Shorts or pants Students will not wear hoods or blankets</p>	<p>Provide a learning space at home that is quiet (office, kitchen, living room, dining room) <i>*Learning space cannot be on a bed</i></p>
<p style="text-align: center;">Camera must be on at all times</p>	<p>Join teacher Remind and provide a working email address</p>
<p>Complete and submit all daily assignments by 6:00 pm</p> <p><i>If special circumstances require a time extension or differentiated expectations, student, parents and teacher will establish an individualized plan.</i></p>	<p>Ensure that student work is completed and submitted by 6:00 pm daily.</p> <p><i>Understand that your student may need support and assistance with virtual learning. If special circumstances require a time extension or differentiated expectations, please reach out to your student's teacher to agree upon an individualized plan.</i></p>
<p>Actively participate in all instruction (defined by teacher)</p>	<p>Provide working internet at home for the duration of virtual learning</p>

We believe that it is in the best interest of a student's academic and emotional health to be connected with their teachers and classmates in live instruction each day. At the same time, we acknowledge the challenges that working families have with schools being closed. While we strongly encourage families to participate in our live instruction each day, we will evaluate alternate circumstances on a case-by-case basis for families that communicate with the teacher and school.

Attendance Expectations: Students are to log into their classes on time and be ready to be on camera and microphone to readily participate throughout the class. Students may have their microphones off after attendance but always should be ready to unmute if they are

called to participate. Teachers will take attendance at the beginning of each block and students are expected to be on camera and participating during the entire class block. If a student leaves class or “ghosts” by turning their camera off, they may be marked absent for that portion of the day.

If a student does not have their camera on, the following steps will be used:

- 1) A reminder from the teacher to turn their camera on.
- 2) A warning from the teacher to turn their camera on.
- 3) A referral to another staff member (Instructional aide or admin to call).

Consistent refusal to turn on camera may result in suspension or absence being recorded for that day.

Elementary School Grading

In K4-5, we use standard-based grading. We believe that learning is a progression and occurs over time and not just a specific test or assessment. We will use a combination of classwork, small-group, unit tests and online programs to assess student learning. Students are expected to be online the entire day, on time to their classes, and submit their work on time and completed with quality. Non-submitted work will result in a 0 for that assignment.

Elementary School Grading

4 - I can teach someone else how to do this

3 - I can do this on my own without help

2 - I can do this with help or an example in front of me

1 - I am starting to get it, but I am still confused

4 Point Scale Score	Percentage Score
4.0	100%
3.5	95%
3.0	90%
2.5	80%
2.0	70%
1.5	65%
1.0	60%

Elementary School Students with Special Education Needs

If a student is receiving special education services, his/her Individualized Learning Plan (PLP) may specify any unique circumstances regarding grading, or promotion. This decision is determined by the PLP team, inclusive of the student, parents/guardians, and the student's teachers.

Elementary School Promotion

Because Aug Prep wants students to make academic progress, it is important that parents and students know what is needed to be promoted to the next grade level. The following information describes the academic measures used by the Aug Prep Elementary School staff to determine whether students are promoted. Parents are key partners in ensuring academic achievement, and therefore, Aug Prep strongly encourages parents to be familiar with the promotion standards in a college preparatory school.

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. However, for some students this process can be difficult and trying. For these students, a lack of academic success can be attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, as well as learning disabilities. During the course of the year, the ES uses a variety of standardized tests, developmental screenings and diagnostic tools to determine whether and why a student may be experiencing academic difficulties. Using the results of these tests, parent conferences and teacher recommendations, it may be determined that retention is necessary and in the best interest of the student. When retention is necessary, the long-term benefits for the student generally outweigh any negative short-term concerns.

Pre-K (K4): A decision to promote a student in the pre-kindergarten program shall be based upon the progress of the child, especially with regards to level of maturity attained and the ability to handle the academic rigors of kindergarten.

Kindergarten (K5): A decision to promote a student in the kindergarten program shall be based upon the progress of the child, especially with regards to the level of maturity attained and the ability to handle the academic rigors of the first grade.

Primary grades (1st through 5th): Promotion in the primary grades will be based on a student mastering at least 70% of the reading and math standards that were taught and assessed throughout the year, as well as demonstrating the maturity needed for the intermediate grades. Students in grades 1, 2, 3, 4 or 5 may be recommended for retention in the following scenarios:

1. Attendance and/or truancy have severely impacted the student's presence in school.
2. The student is more than two years behind in their reading and math skills as demonstrated by School and National assessments.
3. The student fails to grow at the typical rate (1.0 years) over the course of the school year.

A final team decision regarding promotion or retention will be made by the first week of June each school year. The team will decide if the student is promoted, retained, or if the student is required to attend summer school. If the student is required to attend summer school, the parent must agree to the summer school norms regarding attendance and performance. If the parent does not agree with these norms, decides that the child does not need to attend summer school, or the student does not satisfactorily complete summer

school, the student will be retained in his/her current grade if this is a first-time retention in the current grade cycle.

Middle School Guide

Middle School Instructional Schedule & Hours

The school day starts at 8:20 am for all students each day and ends at 3:15 pm on Monday, Tuesday, Thursday and Friday; 11:30 am on Wednesday.

Students need to be logged on to their first class with camera and microphone on by 8:20 am. We encourage students to sign in at least 5 minutes early to test cameras and microphones.

Students are tardy if he/she is not ready and present virtually with camera/mic on at 8:20 am to begin the day and at the start time of each class. Students are expected to be present and all work will be graded.

Attendance will be taken again at the beginning of each class period. Students should be ready to present virtually with their mic and camera on while attendance is being taken. Only the microphones can be turned off after attendance is taken but students should be mindful to be ready to unmute based on teacher expectations.

The school day will end at 3:15 pm. Students must wait until the teacher dismisses them from class before signing off to ensure that class was officially ended by the teacher.

All after school activities will begin at 3:20 pm.

Our Middle School students have 50 minute live lessons, 10 minute transitions between classes, and a 45 minute lunch period. Our instructional day will begin promptly at 8:20 am. We have built in multiple engagement opportunities, intervention/enrichment, Biblical integration, SEL, and time for social interaction within our schedule. Students are expected to be online the entire day, on time to class, and all work will be graded. It is an expectation that work is completed in class. If a student does not finish his/her assignment, they have until 6 pm each evening to turn in their work. Work submitted after 6 pm will result in a zero.

As we continue to tweak instruction to best serve your scholars, we wanted to remind you that there will be times where your scholars have active learning, but are not “live” with the teacher. On occasions, we post assignments and have scholars complete an accountability assignment independently during the instructional blocks.

Middle School Student Schedule (M, T, Th, F)

[Table of Contents](#)

- 8:20 am - 8:50 am: Advisory
- 9 am - 9:50 am: Block 1 (50)
- 10 am - 10:50 am: Block 2 (50)
- 11 am - 11:50 am: Block 3 (50)
- 11:50 am - 12:35 pm: Lunch (45)
- 12:40 pm - 1:10 pm: FLEX/WIN
- 1:20 pm - 2:10 pm: Block 4 (50)
- 2:20 pm - 3:10pm: Block 5 (50)
- 3:10 pm - 3:15 pm: Closing prayer in Block 5
- 3:30 pm - 4:30 pm: After school tutoring and/or clubs

Middle School Student Schedule (W)

- 8:20 am - 8:30 am: Advisory
- 8:30 am - 10:15 am: Intervention/Enrichment in FLEX/WIN
- 10:25 am - 10:45 am: Chapel
- 10:45 am - 11:30 am: Positive Reinforcement Time

****On Wednesday afternoons scholars are expected to be working on online on intervention/enrichment programs****

Middle School Supply List

For Virtual Learning:

- Pencils (any type)
- Pencil sharpener
- Headphones
- Highlighters (4 different colors)
- 3 packs of 3x5 Post-its (different colors)
- 1 Pack of graph paper
- Eraser
- Colored pen(s) (black, blue, red, green)
- Sketchbook for art
- Thick Line markers
- Thin Line markers
- 1 Pack of Colored pencils

For the Return to In-person

- 5 Binders (any color)
- Clorox wipes
- 1 Box Tissue / Kleenex
- 4 Folders
- Solid Black backpack
- Loose Leaf paper

Reminder for the return in-person



- *Solid black flat dress or tennis shoes (no heel, writing, or other color sole)*
- *Solid black or brown belt (no design or writing)*

Middle School Tutoring

Students will be recommended and required to participate in tutoring sessions by their teachers. Tutoring sessions provide students additional time with teachers to review concepts and ask questions and enables students time to complete any homework and/or missing assignments. Recommended students will be invited to a Schoology course where an ELA conference and a Math/Science conference will be hosted. There also will be a mix of students from different grade levels in each tutoring conference. In these conferences, host teachers and students will briefly meet to discuss what work was assigned to them that day. This work will be the first priority. Once the work for the day is complete, students should switch focus to any missing assignments they have or an online learning platform like ALEKS or MAP skills. No students can leave tutoring early. Tutoring sessions will be online live Tuesdays and Thursdays from 3:30 pm - 4:30 pm.

Tutoring Cycles

9/15-10/22 (12 Sessions)

11/17-12/17 & 1/19-1/26 (12 Sessions)

2/16-3/25 (12 Sessions)

4/27-6/3 (12 Sessions)

Middle School Grading Policy

At Aug Prep Middle School, we use standard-based grading. Students receive a quarterly grade in reading, writing, math, science, PE, specials and FLEX/WIN. For the 20-21 school year, the FLEX/WIN grade is new and students will be engaging with new intervention/enrichment programs (ALEKs, MAP Skills, Khan Academy, and Lexia) during distance learning and when we return to school. Students are expected to be online the entire day, on time to class, and all work will be graded. It is an expectation that work is completed in class. If a student does not finish his/her assignment, they have until 6 pm each evening to turn in their work. All work submitted after 6 pm or that is incomplete/not turned in will result in a zero. Although we use FLEX/WIN time for enrichment/intervention programs, we expect scholars to be online for an additional 200 minutes per week after school and/or Wednesday afternoons.

A 2.5 is considered passing. We do quarterly celebrations to recognize character virtues, honor roll (3.0-3.49), and high honor roll (3.5-4.0). Students must have an average of a 2.5 or above in all classes to pass to the next grade level.

Grade Meanings in student language:

- 1-I am starting to get it, but I am still confused
- 2-I can do this with help or an example in front of me
- 3-I can do this on my own without help
- 4-I can teach someone else how to do this

4 Point Scale Score for MS	Percentage Score
4.0	100%
3.5	95%
3.0	90%
2.5	80%
2.0	70%
1.5	65%
1.0	60%

Incomplete & Missing work

Work must be completed by 6 pm each evening. Incomplete work that has not been fully completed (example: students only completed a portion of the assignment) and missing work (example: work that students turned in blank or did not turn in) are both entered as “missing” into the gradebook and will count as a zero in the final grade calculation.

Ghosting - Students who enter online but are not engaging as evidenced by their GoGuardian screen, cold call by the teacher, lack of participation on class polls and timed assignments will be marked present, but will lose academic points. Parents and students will be notified by the teacher within 24 hours of the lack of participation. If ghosting continues, a student may have consequences including being marked absent, suspension, retention, summer school, and/or dismissal from virtual schooling.

Summer school may take place in the form of physical learning, virtual learning or a combination of both. Middle School students are required to attend summer school and comply with the summer school norms and attendance policies based on the following criteria:

- Attendance, truancy or tardies have severely impacted the student's presence in school. (See attendance policy)
- The student does not maintain a 2.5 or above in all core content areas and/or the student is more than two years behind in their reading and math skills as demonstrated by school and national assessments.
- The student fails to grow at the typical rate (1.0 years) over the course of the school year.

If a student does not attend summer school, the student will be retained the following year.

Middle School Promotion

The Middle School Promotion Policy will be based on students achieving mastery of standards and achieving a minimum of a 2.5 in all core contents (Reading, Writing, Math, FLEX/WIN and Science). Students in grades 6, 7 and 8 may be recommended for retention in the following scenarios:

1. Attendance and/or truancy have severely impacted the student's presence in school (*see attendance policy*).
2. The student is more than two years behind in their reading and math skills as demonstrated by school and national assessments.
3. The student fails to grow at the typical rate (1.0 years) over the course of the school year based on school and national assessments.

A final team decision will be made by the first week of June each school year. The team will decide if the student is promoted, retained or if the student is required to attend summer school. If the student is required to attend summer school, the parent/guardian must agree to the summer school norms regarding attendance and performance. If the parent/guardian does not agree with these norms and/or decides that the child does not need to attend summer school, the student will be retained in his/her current grade if this is a first-time retention in the current grade cycle. **Even if a student attends summer school, he/she may still be retained based on the teams' decision based on the criteria above.**

High School Guide

High School Instructional Schedule

The school day starts at 8:20 am for all students each day and ends at 3:15 pm on Monday, Tuesday, Thursday and Friday; 11:30 am on Wednesday.

Students need to be logged on to their first class with camera and microphone on by 8:20 am. We encourage students to sign in at least 5 minutes early to test cameras and microphones.

Students are tardy if he/she is not ready and present virtually with camera/mic on at 8:20 am to begin the day and at the start time of each class. Students are expected to be present and all work will be graded.

Attendance will be taken again at the beginning of each class period. Students should be ready to present virtually with their mic and camera on while attendance is being taken. Only the microphones can be turned off after attendance is taken but students should be mindful to be ready to unmute based on teacher expectations. The school day will end at 3:15 pm. Students must wait until the teacher dismisses them from class before signing off to ensure that class was officially ended by the teacher.

All after school activities will begin at 3:20 pm.

2020-2021 Bell Schedule (ADV)		2020-2021 Bell Schedule (CHAPEL)	
Block 1	8:20-9:45	<i>Tuesday is 9th/10th, Thursday is 11th/12th Students attend chapel in Block 2 class</i>	
Block 2	9:55-11:10	Block 1	8:20-9:45
Advisory	11:15-11:35	Block 2	9:55-11:10
Lunch	11:35-12:35	Chapel	11:10-11:30
Block 3	12:35-1:50	Lunch	11:35-12:35
Block 4	2:00-3:15	Block 3	12:35-1:50
After School Support/Clubs	3:15-4:00	Block 4	2:00-3:15
		After School Support/Clubs	3:15-4:00

2020-2021 Wednesday Schedule	
Block 1	8:20-8:55
Block 2	9:00-9:35
Advisory	9:40-10:10

Block 3	10:15-10:50
Block 4	10:55-11:30

High School Support Classes

Teachers will identify students who need more support and recommend them for mandatory support classes. Support classes meet on Tuesday and Thursday. Support classes are designed to give students a smaller academic environment and enriching lessons that will help students catch up to their peers. Support class rotations will start in mid-September and continue throughout the 1st semester.

Students who are assigned support are expected to be in class and on time, just as they would for a normal course.

High School Grading Policy

Grade Scale and GPA (Grade Point Average) Calculation

The adjustment to the grading scale for virtual learning is summarized in the table below. Note that in Fall 2020 students do not receive credit for Ds. The grade scale has changed to allow for students with a 70% to pass the course.

Prior GPA Points	Prior Grading Scale	New Grading Scale	New GPA Points
A = 4	93-100	90-100	A = 4
B = 3	85-92	80-89	B = 3
C = 2	74-84	70-79	C = 2
D = 0	65-73	60-69	D = 0
F = 0	0-64	0-59	F = 0

Work Completion

All work is to be completed in class during the online session. This is part of the professionalism grade. Students arriving late to their online session may miss assignments and receive zeros. Punctuality to class is required. Under rare circumstances work will be allowed to be 'finished' after class. Our lesson design is to do/finish all work online during the session. Students with excused absences will either be allowed to make up the work or receive an 'excused' grade for their work which does not count for/against their course grade. Students who do not have excused absences or are ghosting the class session (showing up to class but not participating) will receive zeros. Students and families should call or email the school, principals or teachers for any absences, connectivity, or technology issues now and prior to remote learning.

Coursework Final Grades

Coursework final grades are calculated from percentages of coursework (includes new metacognition and professionalism percentage) and final exams. The final course grade will be modified as follows:

Grade	Prior Course Final Grade Calculation	New Course Final Grade Calculation for 2020-2021
9	Coursework = 85% Final Exam - 15%	Coursework = 95% (including 5% professionalism, 5% metacognition) Final Exam - 5%
10	Coursework = 80% Final Exam - 20%	Coursework = 90% (including 5% professionalism, 5% metacognition) Final Exam - 10%
11	Coursework = 75%	Coursework = 85% (including 5% professionalism, 5%

	Final Exam - 25%	metacognition) Final Exam - 15%
12	Coursework = 70% Final Exam - 30%	Coursework = 80% (including 5% professionalism, 5% metacognition) Final Exam - 20%

Class Rank

Students are ranked according to their GPA. Class rank for the 2020-2021 will be calculated as usual given the adjustment to the grading scale and GPA calculations aforementioned.

High School Promotion

The normal High School promotion policy will remain in effect during virtual learning:

- Students must earn three or more credits in academic “core” courses in English, mathematics, science, and/or history/social studies and one or more credits in electives (including foreign language (Spanish), engineering, fine arts, religion, and/or physical education) to be automatically promoted to the next grade level. Students may be able to recover credits during FLEX/WIN, after school/evening courses, Saturday or Summer offerings (whichever the school can offer). (Note: Online options will be available. The school may not be able to offer this option every term as such students may be placed into the 5th Year Program.)
- Students who fail one semester of a course (0.5 credit) or more are considered on academic probation, not on track for promotion or graduation, and part of the 5th year program. Students who owe 0.5 credits or more may be scheduled to retake the semester course during the school year, before or after school, during Summer or Saturday (whichever the school can offer). A student who fails the second semester of a sequenced course such as math or science may be required to repeat the entire year-long course. This decision will be based on the individual circumstances and feasibility of the students re-taking the two courses during summer school. 29
- Students may recover up to 8 credits in a 5th year. Any student who fails more than 8 credits in their tenure at Aug Prep will have a meeting with the school principal.
- A final team decision regarding promotion or retention will be made by the first week of June each school year. The team will decide if the student is promoted, retained, or if the student is required to attend summer school. If the student is required to attend summer school, the parent/guardian must agree to the summer school norms regarding attendance and performance. If the parent/guardian does not agree with these norms, decides that the child does not need to attend summer school, or the student does not satisfactorily complete summer school, the student will be retained his/her current grade.

Athletics

The goal of reopening contact with athletic teams for the 2020 fall season is to do so in a safe and responsible manner. The recommendations below reflect the current recommendations for Phase 4 by the City of Milwaukee Health Department “Moving MKE Forward Safely.” Additional sources consulted include [CDC Considerations for Youth Sports](#), [NFHS Guidance for Opening High School Athletics and Activities](#), and the [WIAA’s guidelines](#).

Phase 4 of Moving MKE Forward Safely allows gatherings, including sporting events, to have an occupancy of:

- 50% total capacity
- One person every 30 square feet or 250 people
- Youth programs can move to 75% capacity

At the time the Health Department deems it safe to move to a Low Risk Level of competition. St. Augustine Preparatory Academy will continue to follow pre-participation and pre-game check-in protocols for each athlete until the Phasing Protocols for COVID-19 are no longer deemed necessary.

Guidelines for Open Gyms & Contact Days:

1. All Coaches, parents and athletes will sign a waiver acknowledging the risk of participating with the presence of COVID-19. Everyone needs to acknowledge and understand that we CAN NOT eliminate the risk of COVID-19. It is up to parents and coaches to analyze the risk of participating and decide whether their child or the coach should participate.
2. We encourage all parents to ask their child’s doctor if they feel their child should participate in the athletic activities at St. Augustine Preparatory Academy and if they are at risk for COVID-19. Parents and their doctor need to analyze the risk and make the decision. **None of these activities are required.**
3. All student-athletes will be screened upon arrival at a designated spot. This is true for any activity on campus, as well as planned activities at off-campus training sites. Athletes should wait in a line with 6 foot distance between each other until summoned for screening. They will wear a mask to be screened and as they enter and leave any St. Augustine Preparatory Academy training facility. Masks are to be worn during all non-strenuous workout periods.
4. All coaches and athletes will be screened for signs/symptoms of COVID-19 prior to training and results will be recorded on the NFHS Monitoring form through google forms. This will include a temperature scan. **Temps must be**

below 100.4 for participation on a given day. Forms will be used for each group with the date and time of practice recorded and then will be maintained electronically. For those who commute via parental drop off, it would be advised that parents should wait until you have been cleared to participate. A “yes” response to the questions below will disqualify the student-athlete from participation for the day. **As an aside-athletes, if you know that you would have to answer “yes” to any of these questions, please stay home.** In that case, we strongly suggest you contact your primary care provider or other appropriate health care professional if you answer yes to any of the questions.

5. There will be a designated coach responsible for responding to COVID-19 concerns. This coach will not have a group to train, but will handle check ins, questions and ensure that all athletes are following protocols within their groups: 6ft apart, hydration breaks, sanitizing breaks, and enforcing masks before and after workouts.
6. In the event that an athlete comes to practice and has a fever of 100.4 and has attended previous workouts with their pod of 10 athletes, that pod of 10 athletes and the coach will be sent home to self-monitor for 72 hours and may return to practice if the individuals are symptom free. If an athlete comes in contact with a person outside of athletic training that has been confirmed for having COVID-19, the athlete will need to notify the coach of their pod or the Athletic Director and self monitor for 72 hours before returning to practice. As a precaution, the pod that the athlete belongs to also will be sent home for 72 hours to self monitor before returning to workouts. Athletes that are sent home from the pod need to be free of fever (less than 100.4°F) AND respiratory symptoms (for example, cough, shortness of breath) for at least three days (72 hours) without the use of fever-reducing medicine. Athletes that have a symptom and are sent home for 10 days of workouts from when symptoms first appeared and are strongly encouraged to contact their physician.
7. Questions asked include:
 - a. Do you have a fever or chills?
 - b. Do you have a cough?
 - c. Do you have a sore throat?
 - d. Do you have shortness of breath or difficulty breathing?
 - e. Do you have nausea, vomiting or diarrhea?
 - f. Are you congested or do you have a runny nose?
 - g. Do you have a headache?
 - h. New or recent loss of taste or smell?
 - i. Do you have muscle or body aches?
 - j. Have you had close contact, or cared for someone with COVID-19 in the last 14 days?
 - k. Have you traveled to a COVID-19 hot spot in the last 14 days?

If a student is returning from exposure to COVID-19, they must be symptom free for 72 hours before returning to play. If a player has had respiratory illness

- and fever they will need written medical clearance to restart activity.
8. Players and coaches should use hand sanitizer as they enter and leave the training facility and as they move from one training station to another training station.
 9. No locker rooms will be available.
 10. Weightroom will not be available.
 11. All athletes, inside or out, will leave any bags, water bottles in a designated area with 6 feet between areas and may not go into anyone else's area. There are no longer bench areas for teams during breaks or rest time. These areas are all now 6 feet apart spaces that are designated by green cones throughout the facility for athletes to place water bottles and gym bags.
 12. All athletes (indoor) will bring a personal filled water bottle and will only have access to touchless water bottle fillers located in the central lobbies. Athletes (outdoors) will have access to a touchless water trough and access to refill water bottles.
 13. At this time, inside groups will be limited to:
 - a. Main Gym:
 - i. Basketball - 2 people per basket-separate basketballs.
 1. 30 per training session, 3 pods of 10 athletes (with social distancing)
 - ii. Volleyball - 4 people per side on each court
 - iii. Training - 30 per training session, 3 pods of 10 athletes (with social distancing)
 14. At this time, outside groups will be limited to:
 - a. Soccer Field/Track: Up to 5 pods of 10 athletes each (with social distancing)
 15. There must be a minimum of 6 feet between individuals as much as possible. This includes during drills and standing on the sidelines or bench area.
 16. Student-athletes should wear their own clothing and have their own equipment and should not share. They may not share scrimmage vests. All personal clothing/towels and masks should be washed and cleaned after each workout by the student-athlete. Shirts are required at all times. Student-Athletes and coaches are encouraged to shower immediately when they get home and wash their practice clothes.
 17. School issued equipment will be sanitized every day at the end of workouts.
 18. All athletic equipment, including balls, should be cleaned prior to practice, intermittently during practice and after practice.
 19. Hand sanitizer will be available and athletes and coaches will sanitize their hands

before practice, after each break and at the end of practice. Coaches and student-athletes are encouraged to bring their own personal hand sanitizer.

20. Masks for coaches will be required and they will be encouraged for student-athletes during practice. Masks are required of student-athletes as they enter and leave all training facilities.
21. Unnecessary physical contact such as high fives, handshakes, fist bumps, and hugs are strongly discouraged.
22. No parents will be allowed to watch inside the building. Parents will be permitted to sit in their own car for outside sports, but not to be in the stadium or field areas.
23. Students will not be allowed into the non-training areas of the building. Athletes will be asked to leave the building or training facilities immediately after their session ends.
24. The gym doors will be propped open for less contact.
25. The gym floor will be cleaned and scrubbed daily in the morning before activities begin. Both entry and exit doors must be cleaned before entry and after leaving by coaches.

Each coach in charge will be responsible for:

- Screening all assistant coaches and student-athletes in their program.
- Overseeing social distancing.
- Sanitizing equipment before, during and after all activities, as well as commonly touched areas.

All coaches are responsible for complying with the above guidelines, preparing their particular sport guidelines which reflect the above guidelines and those sport specific to their activities which will be shared with all parents, student-athletes, and the Athletic Director prior to participation. **Specific sport guidelines may be more strict than the above guidelines but cannot be less strict.**

All training plans must be approved by the Director of Athletics before they are shared with student-athletes or families.

Stages of Return: St. Augustine Preparatory Academy will consult with the local health department to determine when to progress to the next risk level safely. Continued consultation with the local health department should be used to determine when progression to the next risk level can be initiated.

Throughout the Phases all athletes must have completed the Consent Form and have it signed by a parent/guardian and have a completed Daily Participation Form with a temperature reading from the COVID-19 Coach that day to participate.

High Risk Level - Drills that can be done during the high risk level to reduce exposure

with social distancing or individually with no sharing of equipment of the ability to clean the equipment between use by teammates.

- Strength and conditioning
- Speed, balance and agility drills
- Nutrition education
- Individual drills without sharing a ball
- Stretching and flexibility

Moderate Risk Level - Drills that can be done during the moderate risk level to reduce exposure, which involve close, sustained contact, with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group drills OR sports that use equipment that can be cleaned between participants.

- Strength and conditioning
- Speed, balance and agility drills
- Nutrition education
- Drills sharing a ball with maximum of 3 athletes with sanitizing breaks for athletes and equipment
- Walking through defensive and offensive scenarios in groups of 10
- Station work
- Stretching and flexibility

Low Risk Level - Drills that can be done during the low risk level to reduce exposure, which involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants.

- Strength and conditioning
- Speed, balance and agility drills
- Nutrition education
- Full team practice, 10 in a group for station work
- Walking through defensive and offensive scenarios
- Up to 5 v 5 scrimmages
- Stretching and flexibility
- ***With approval from School Administration and the Health Department:***
 - Intra-squad scrimmage

Game with consultation with health and school administration.

Aug Prep Sixteenth Street Clinic

When Aug Prep reopens to students, the Pat & Rachel English Sixteenth Street Clinic at Aug Prep will be open 7:30 am to 11:30 am, Monday through Friday. The clinic will be open to non-COVID-19 related issues and no COVID-19 tests will be available through the clinic. However, the clinic will help arrange an appointment for free testing, available at United Migrant Opportunity Services ([UMOS](#)) located at 2701 S. Chase Avenue in Milwaukee.

Meal Pick Up

Ensuring our students' health and safety remains paramount for us during this time. One way we will continue to support this is through continued food service. That said, we will put additional safety precautions in place to overcome challenges regarding food service and safety.

Students participating in Aug Prep virtual learning and not attending in-person will be able to pick up their breakfast/lunch meals for the week on Mondays, times to be announced.

Social Work

AugPrep School Social Workers work with all students, teachers, administrators, parents, and other educators to provide coordinated interventions and consultation designed to keep students in school and help students and families access the supports needed to promote student success and emotional wellbeing. School social workers will provide virtual social-emotional support services to students and groups of students, crisis intervention, attendance support, and community resources.

If you, as a parent, would like to talk with a social worker, or would like your student to talk with a social worker, please complete [this form](#)

Art Therapy

Aug Prep is blessed to have Art Therapy as part of our work to serve our students. Art Therapy is a counselling therapy that involves using art as a form of communication and expression to assist in supporting individuals, families, and groups with a varying array of needs. These needs include, but are not limited to; relational, behavioral, emotional, academic and spiritual concerns/problems. Art therapy services will be available for students in K4-12th grade and will be provided on a referral basis. Parent/guardian consent is required.

Students interested in Art Therapy should request to talk with their school social worker to be assessed for a referral.

Community Resources

AugPrep School Social Workers' Contact Information

Please click the following links to send a request for school social work support services.

This is not intended for emergencies. If you are having an emergency call 911.

- Please fill out the [Virtual Social Work Consent form](#) for support.
- Parents [click here](#) to request support from your school social worker.
- Elementary School students [click here](#) to request support from your school social worker.
- Middle School students [click here](#) to request support from your school social worker.
- High School students: [Freshmen and Sophomores click here](#), [Juniors and Seniors click here](#) to request support from your school social worker.

WiFi request form

Please click [here](#) for the request form.

Crisis Numbers

- Any emergency: 911
- Suicide Hotline (24/7): 1 (800) 273-8255
- Domestic Violence Hotline (24/7): (414) 933-2722 or 1 (800) 799-7233
- Milwaukee County Mental Health Crisis Line (24/7): (414) 257-7222
- If you're feeling alone and struggling, you can also reach out to The Crisis Text Line by texting TALK to 741741

Non-Emergency Community Resources

Telephone numbers for food and other basic needs

- Dial 2-1-1 (or text your zip code to 898-211) to receive a referral for a food pantry, emergency shelter or other basic needs.
- Click here to read answers to frequently asked questions regarding unemployment: [DWD Unemployment Information](#).
- Click here for information on rental assistance: [Wisconsin Rental Assistance Program](#)

Mental Health Support Line (non-emergency)

Warmline: (414) 777-4729

The Warmline is a peer run mental health support line. The trained peer counselors will answer your call, identify themselves by first name and offer support or help. Calls are limited to 15 minutes so everyone has an opportunity to talk with Peer Counselors. Callers

are limited to two calls per evening, and they ask that you wait at least an hour between calls. All calls are kept strictly confidential.

Hours of Operation: Every evening from 6 pm - 10 pm except Tues/Thurs

Outpatient Mental Health Clinics

The Sixteenth Street Community Health Center

1032 S. Cesar E. Chavez Dr. 53204

2906 S. 20th Street 53215

(414) 672-1353

Renew Counseling

Phone: (414) 383-4455

1225 W Mitchell St #223 Milwaukee, WI 53204

6815 W Capitol Dr #105 Milwaukee, WI 53216

Christian Family Solutions

(888) 685.9522

<https://christianfamilysolutions.org>

Aftercare

Once Aug Prep reopens fully, the YMCA will continue with its normal aftercare program. As this develops, communication will be sent out to families.

Returning to In Person Learning

In the event that students at Aug Prep return to in person classes in the school building, health and safety measures are being put in place in accordance with the [American Academy of Pediatrics](#), [Center for Disease Control and Prevention](#), and the [Milwaukee Health Department](#). They are subject to change as research around COVID-19 continues to evolve and the CDC as well as the state and city of Milwaukee health departments continue to review and update mandates and guidance.

As a school we have always put the highest priority on the partnership between school and family. We believe that a strong partnership is essential to maximize student learning and build trust for the future.

The policies that we have in place are meant to protect the health of safety of students, faculty, and families. We place the highest priority on honesty and transparency regarding these policies, reflecting our school's core virtue of integrity. Any students or families who are found to be deliberately misleading the Aug Prep staff or attempting to deliberately circumvent our policies will be subject to disciplinary action up to and including loss of seat.

Should I stay home?

The most important thing that we can do to prevent virus transmission among our school community is to not bring it onto campus in the first place. Students and staff will be expected and asked to stay home in the following situations:

- All students and staff will stay home when exhibiting [symptoms associated with COVID-19](#). Everyone should become familiar with these symptoms: fever, chills/shaking, cough, shortness of breath, muscle or body aches, new loss of taste or smell, sore throat, vomiting and/or diarrhea.
- After [close contact](#) with persons who have tested positive for COVID-19 or are symptomatic. See below for guidelines for return to in person classes..
- After [returning from travel](#) to certain locations, as guided by CDC or local public health officials. Families must email covid19@augprep.org to inform school administration of the travel and receive guidance for quarantine or return.
- Any students or students with household members who have tested positive for COVID-19.

Any students remaining at home due to any of the above circumstances but feeling healthy enough to continue their schoolwork are strongly encouraged to participate in distance learning until they are able to return to school in-person.

Se recomienda encarecidamente que cualquier estudiante que permanezca en casa debido a cualquiera de las circunstancias anteriores pero que se sientan lo suficientemente saludables continúen con sus tareas escolares y participen en el aprendizaje a distancia en casa hasta que puedan regresar a la escuela en persona.

COVID-19 Symptom Screening

All students and employees will be required to complete a daily self-screening protocol before they enter the building. This protocol consists of two parts: (1) Parent check at home and (2) On campus check for symptoms. The school requests parent/guardian support of this process.

Parent Check at Home - Parents/guardians are asked to complete the following check before leaving the house each morning:

- Student Temperature Today: _____
- Have any of your household members tested positive for COVID-19?
 Yes (if Yes, stay home from school) No
- Are any of your household members newly coughing or feverish?
 Yes (Recommend: Call doctor office for assessment and wear a mask)
 No
- Have you recently developed:
A Cough Yes (if Yes, stay home from school) No
A Fever Yes (if Yes, stay home from school) No
Diarrhea Yes (if Yes, stay home from school) No

If there is any question about a student attending in person, the student should remain home from school (attending classes virtually, if possible) and notify their school secretary of the absence. If needed, the school will follow up with regards to when it is appropriate for the student to return to in person classes.

Upon arrival at school, we will perform daily temperature checks for every student.
Students arriving in cars - Students will remain in their car and will be checked while they are with their parent/guardian.

Students who walk or take public transportation -

If a student's temperature is 100.4 or higher, parents/guardians will be asked for the student to return home and/or be picked up from school immediately. Additionally staff will walk through a series of questions with parents, daily. *See above questions for parents/guardians.*

Parents are instructed to keep their students at home if they are ill. Any student with a fever of 100.4 degrees or greater without fever reducing medicine or symptoms of possible COVID-19 virus infection should not be present in school. See below for

Return to School guidelines. Note: A lower fever is not acceptable when using a fever-reducing medicine.

Students Who Get Sick or Show Symptoms at School

When students who are already at school report symptoms of COVID-19, students will go to the library and will remain there while their parents/guardians are contacted for immediate pickup.

Return to In Person Classes after Illness

The protocols listed below are based on the current guidelines from the [CDC](#) and are subject to change as updates are made available.

Untested - Symptomatic

Students who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following conditions are met:

- They have not had a fever for the last 24 hours (a full day with no fever and without the use of medicine that reduces fevers)
- Other symptoms have improved. (For example, your cough or shortness of breath has improved.)
- At least 10 calendar days have passed since your symptoms first appeared.

Tested - Symptomatic

Students who experienced symptoms and have been tested positive for COVID-19 may return to school if the following conditions are met:

- They have not had a fever the last 24 hours (a full day of no fever and without the use of medicine that reduces fevers)
- Other symptoms have improved. (For example, your cough or shortness of breath has improved.)
- At least 10 calendar days have passed since your symptoms first appeared.

OR

If tested negative for COVID-19, individuals can be around others when the following conditions are met:

- They have not had in the past 24 hours (a full day of no fever and without the use of medicine that reduces fevers)
- Respiratory symptoms have improved.

Tested Positive - Asymptomatic

Students who have not had symptoms but test positive for COVID-19 may return when they have experienced no symptoms 10 calendar days after the test and have been released by a healthcare provider.

Tested Negative - Symptomatic

Students who have tested negative for COVID-19 but are symptomatic may return to school when symptoms have improved and after 24 hours of being fever free without the use of fever-reducing medication.

Household Member or Close Contact Tests Positive for COVID-19

If any student resides in a household with or has close contact (defined as within 6 feet, without a mask, for a total of more than 15 minutes in a single day) with a person with COVID-19, they should stay home for 14 days.

Contact Tracing

Aug Prep will work with the Milwaukee County Health and Human Services Department to help with contact tracing procedures. If a student, employee, or other person who has been in the building tests positive for COVID-19:

- School staff will conduct a brief interview to help determine close contacts among the school community.
- The student or community member's close groupings will be considered, such as teams, classroom seating arrangements, etc.
- Families of students who have been in close contact with the COVID-19 positive individual will be contacted by the school and asked to self-monitor and follow CDC guidelines. This may include a requirement to stay home from school for a period of time.

Outbreak Protocols

According to public health guidance, upon learning of a positive case of COVID-19 in our community, the school will work with the Milwaukee County Health and Human Services Department (MCHHD). We will provide this notification, and expect to remain in communication with these officials about their procedures and guidance as we care for our students and families.

The following outlines protocols the school will follow in the case of reported COVID-19 cases of staff or students learning and working in the Aug Prep building.

1. **If the teacher has symptoms** - If a teacher becomes symptomatic he/she will leave school immediately and follow staff protocols. If a teacher / staff member has been in contact with students, parents will receive a communication with regards to the potential exposure (without sharing names) and be asked to monitor their children/family for symptoms. The school will follow outbreak policies below.
2. **If a second student or staff in the same class tests positive for COVID** - All students from that class are sent home for 14 days and shift to a distance learning platform.
3. **If two classrooms on the same floor are sent home due to COVID cases**, then the wing or classroom neighborhood will be sent home for 14 days.
4. **If three classrooms from at least two floors are sent home due to COVID cases**, then we will shut down all in-person learning for 14 days and immediately shift to distance learning.

Notification of Absence

Families are asked to notify their student's relevant school secretary of any student absences.

Elementary School Secretary: Widalys Rivera - wrivera@augprep.org

Middle School Secretary: Jessica Perez - jperez@augprep.org

High School Secretary: Lisa Rabideaux - lrabideaux@augprep.org

Continuing Learning while Not at School

We strongly encourage all students who are unable to attend school in-person to continue their learning via distance learning while they are out, if they are able to do so. Please contact 414-810-1380 or the relevant school secretary to coordinate.

Student Arrival and Dismissal

- Aug Prep students arrive in part via car and in part on foot.
- Students will arrive staggered between 7:15-7:40am. Students on foot will be socially distanced in a line outside (floor signage indicating spacing).
- Staff will check students upon arrival - students arriving via car will be checked prior to leaving their vehicle.
- Once students have completed temperature checks, students will receive a sticker to show their arrival check was completed. Staff will track any students sent home via an internal tracking system/spreadsheet.
- Students will enter the designated entrance and proceed directly to their classroom.

- Parents will not be allowed to gather or stand around outside during arrival or dismissal. Arrival and dismissal times will be clearly communicated to parents.
- For dismissal, we are working on being as free of contact with parents as possible. We will use our Pik My Kid program and a car line upon arrival to limit parents having to exit their vehicles.
- Dismissal from the classroom will be staggered so multiple students are not exiting the building at the same time.

Late Drop Off, Early Dismissal and Late Pick Up:

- **Late Drop Off:** Students who arrive late to school will be temperature checked outside prior to entering the building. Parents should not leave the school until the student has been cleared to enter.
- **Early Dismissal:** For early dismissal, parents/guardians must call ahead, and call/text the main office when they arrive. Security will need to escort the student outside. Parents should NOT enter the building for pick-up.
- **Late Pick Up:** Parents arriving for late pickup are asked to text the assigned number with name of student and make/model of car. Security will then escort the student to the vehicle. Parents should NOT enter the building for pick-up.

Safety at School

Aug Prep has made a number of adaptations to provide an environment where students and staff are able and encouraged to maintain appropriate physical distance from one another throughout the course of the school day. It should be noted that we cannot guarantee that 6 feet of distance from others always will be able to be maintained within our building. Current scientific evidence and the advice of 16th St Clinic leadership gives us confidence that when we put into place all of the rest of these procedures such as staying home when sick or exposed, consistent PPE, and regular hygiene practices, we will provide sufficient risk mitigation for students and staff within our building, even if students are sometimes closer together than 6 feet.

We are taking a number of steps for physical distancing of students, faculty, and staff, including:

- Classroom spacing and arrangement of desks for maximum distance
- Desks facing the front of the room
- Designated teacher-only spaces in the classrooms
- Assigned seating in the classroom
- Reducing and eliminating shared classroom materials whenever possible
- Maximum of 13-15 students per classroom (“pods”) to account for social distancing guidelines
- Breakfast and lunch for students will be served in the classroom
- All rugs and soft/plush furniture, such as couches, pillows, bean bag chairs removed from all classrooms
- No stuffed animals or plush materials in classrooms. Exceptions may be made for our youngest students during naptime or a student with an IEP relies on a plush toy for sensory needs (in these cases, it should be stored in the student’s desk or cubby)
- A full-time school nurse
- Building signage to remind and direct students, staff and families of safety measures
- A close partnership with the Sixteenth Street Community Health Clinic, including an on-site clinic location serving Aug Prep staff, students and families
- Suspension of activities that bring together large groups such as assemblies, chapels and field trips
- Limitation of non-essential visitors and activities involving external groups and organizations
- Plexiglass dividers will be installed in the front office

Masks and Other PPE

All employees, students, and visitors are required to wear face coverings while in the building. See [CDC Face Covering Recommendations](#) for recommended mask types. Masks may be removed to eat meals or drink water. Masks do not need to be worn in outdoor spaces provided there is proper social distancing (at least six feet) among the occupants of these spaces. Masks are not required in private offices or classrooms occupied by individual employees.

Students are asked to bring at least two clean masks to school daily and to follow other proper use guidelines throughout the day. All masks should be labeled with the student's name and/or initials. Extra masks will be available for students who arrive at school and have forgotten them. Protective shields will be installed in areas or offices that require direct personal contact and close interaction between students, parents and staff.

Student Masks

All Aug Prep students in the building will be asked to wear a mask at all times, except when eating. Students should bring at least two masks to school daily.

Students may wear the following masks:

1. White 'free' mask provided by Aug Prep
2. Disposable mask provided by Aug Prep
3. Aug Prep 'logo' mask available for purchase
4. Personal/Own mask that is appropriate for school (no signs, slogans or symbols that are inappropriate)

The following type of face coverings are not allowed:

1. Handkerchiefs
2. Scarves
3. Full ski mask
4. Other materials that cover the entire face

Masks must:

1. Cover nose and mouth
2. Sit snugly on the bridge of the nose and chin
3. Be clean

All families need to ensure that the masks are washed daily or clean masks are worn to school.

Personal Hygiene

Students at Aug Prep will receive regular instruction in and visual reminders of personal hygiene procedures which are shown to reduce the risk of virus transmission. These include:

- Social distancing and “airplane arms.”
- Frequent handwashing
 - There also are sinks and soap dispensers in all classrooms.
- Aug Prep will provide additional sanitizing stations in common areas, entrances and classrooms.
- Students are encouraged to carry and use their own hand sanitizer throughout the day.
- Avoid face touching.
- Reminding children how to cover their cough/sneeze.

Ventilation Systems & Cleaning Procedures

Aug Prep is very fortunate to have state of the art heating and cooling systems so we can maximize air quality in the classrooms and the building. Aug Prep has three layers of filtration resulting in high quality air in our spaces. The filters include MERV 8 filters, then MERV 11 and then the last line are called HEPA Filters.

Aug Prep partners with Regency Janitorial Services to clean our building throughout the day and every evening. Playground equipment will be wiped down regularly throughout the day. A deep clean will be done each night, disinfected and cleaned like a health care clinic.

Bathrooms and other high traffic areas such as stair railings and door handles will be cleaned multiple times per day including before and after lunch periods.

Food Service

Ensuring our students' health and safety remains paramount for us during this time. One way we will continue to support this is through continued food service. That said, we will put additional safety precautions in place to overcome challenges regarding food service and safety.

We will have onsite meals for students at school. Additional safety measures include:

- All students will wash their hands before and after they eat breakfast/lunch using classroom sinks and/or hand sanitizer
- All students will eat breakfast and lunch in their classrooms
- Breakfast and lunch will be delivered to classrooms for all students at Aug Prep
- Students who bring their own lunches will not share items
- Water fountains will be accessible for touchless water bottle-filling only
 - Students will continue to be encouraged to bring their own reusable water containers and rely on them throughout the school days.

Students participating in Aug Prep virtual learning and not attending in-person will be able to pick up their breakfast/lunch meals for the week on Mondays, times to be announced.

Communication and Privacy

In the case of a member of our community testing positive for COVID-19, school officials will communicate to the broader community depending on the specifics of the situation. Privacy considerations, as well as the health safety of the entire school community, always will be respected. Depending on the situation, we may need to inform the entire community that there has been a positive case. We will make these decisions in consultation with local health officials.

Key Contacts

If you have questions about:

COVID-19

covid19@augprep.org.

Elementary School

Widalys Rivera - wrivera@augprep.org

Middle School

Jessica Perez - jperez@augprep.org

High School

Lisa Rabideaux - lrabideaux@augprep.org

Early & Late pick-up

TBA

General inquiry

(414) 810-1380

Tech support

techhelp@augprep.org - emails for support will be responded to within 24 hours.